Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today you are going to answer some questions about tips to finding a job. Go to [http://www.rileyguide.com/jobsrch.html](http://www.rileygide.com/jobsrch.html) to answer the following questions.

1. No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ list, network, or resource will contain everything you need for a fully effective online job search.
2. A Real Job Search has \_\_\_\_\_\_ Main Activities and \_\_\_\_\_\_\_ Environments -- Off-line and On
3. Click on “Review Job Leads” and answer the following questions:
   1. What three general sites should you look at?
   2. Why should you not skip employer websites?
   3. What three websites do they give you as a suggested starting place?
   4. Electronic classified websites allow you to search by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. What are “targeted services”?
   6. If you did not have internet access, your local \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can also help you with identifying local employers.
4. Go back to the original website and click on “Research and Contact Employers”
   1. What are the two basic research rules?
   2. What are the 3 steps you should follow when researching a job on the internet.
   3. Why are the Search Engines last? Should they be first?

### What's the deal with the Online Resource Guides? We have sites like Yahoo.

### Why do we go to places like [Yahoo](http://www.yahoo.com/) first? Isn't it a search engine?

### f. What three areas should you consider when choosing an employer?

### g. What three things can you search when researching a potential employer?

### h. What 4 additional areas should you consider when looking into an employer?

### 5) Go back to the original website and click on “Networking”

### a. What is networking?

### b. ­­­\_\_\_\_\_\_\_\_\_\_\_\_% of new hires brought in from outside an organization were due to employee referrals.

### c. Finish this statement. Networking is not:

### d. Name some advantages and disadvantages on online networking.

### e. What are the 4 tips on “netiquette”?

### f. Where can you network online?

### g. What are 4 tips to follow when you make contact online?

### 6) Go back to the original website and click on “prepared resume ready to post or email”

### a. What are 4 versions that are suggested for saving your resume?

### b. What are the 5 rules for responding to a posting online?

### c. What 2 issues should you consider when posting your resume?

### d. What are 9 tips for staying safe on the internet?